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Management Officer

17 May 1950

Assistant Director for Operations

Operations of Foreign Documents Division

The attached should be of assistance to  when she begins to dig into OO.

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GEORGE G. CAREY

Encl: Copy of memo 10 May 1950 from Acting Chief, FDD to  
AD/OO - subject: "Operations of Foreign Documents Division"

OO - 2 ✓ *suby.*

GGC/acg

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Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060039-9

COMMENTS RE FDD 10 MAY MEMORANDUM, SUBJECT:  
OPERATIONS OF FOREIGN DOCUMENTS DIVISION

Last Sentence, Paragraph 2b: This sentence would not be clear to one not intimately acquainted with FDD operations and distinction between translation service and exploitation.

Paragraph 2c: Admittedly there is a space problem which may be insolvable at this time. However I wonder if it is wise to defend this on the basis of space alone. It is my understanding that such an arrangement would be undesirable even if space permitted in that there would be no way of insuring that a document of higher priority than those on which the linguists in M or Q building were working was not awaiting his attention in the Documents Division. It would seem most difficult to assign one or two linguists to M or Q building who were fluent in enough languages to satisfy all of the needs that might arise. It would seem to me that there is a very strong argument for having one location for all linguists, even though they may be separated some distance between OSI and ORE.

Paragraph 3: Concur, although same thing could be said in fewer words.

Paragraph 4: Unclear whether FDD can actually handle 50% of exploitation requirements or whether that percentage is reduced depending on volume of translations done. Does everyone work on both exploitation and translation, or does a separate group work on each? Apparently they are keeping up with current requests and working off some backlog on translations. Could more exploiting be done if less translating were requested? If no increase in T/O is possible, which is more important? I concur with Bagnall that either one person or a committee must decide on the priorities and I believe that the consumer will be better served if it is done by one person. I further believe that the Chief, Foreign Documents Division is the appropriate person to make this decision.

Paragraph 5: Probably true, but should think FDD would have some positive idea of whether or not this situation exists. Have they, for instance, discouraged people from submitting requests because they thought it would be useless?

Paragraph 6: The last sentence would be stronger if a positive reason for this statement were given, i.e., examples.

Paragraph 8: Based on the statements made in this paper, particularly paragraph 4, the conclusions reached are sound. I am not familiar enough with details of FDD's operations to know whether or not a reorganization would be in order.

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General: I believe the whole memorandum would be more effective if it were sharpened up and somewhat briefed.

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Louis: Without retracting any of the above  
I think J. has put his point  
across fairly well even though it  
may not be as concise as it could  
be with the "punch lines" a little  
better thought out

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